How to Modify your FCC License for Narrowband

STEP ONE: Gathering your license information

Before you begin you will need the following Information:

- 1. Your FCC Registration Number (FRN)
- 2. Your FCC Call Sign(s)
- 3. The Password Associated with your FRN

Don't Know Your FRN?

Click here to do an FRN Search: https://fjallfoss.fcc.gov/coresWeb/simpleSearch.do

Choose to search by EIN (Your Federal Tax ID Number.) Your Town Clerk or Treasurer will know your Federal Tax ID Number. This will display all FRNs for your organization. You can then enter the FRN(s) in the License Search section below to search for your call sign(s).

Don't Know Your Call Signs?

Click here to do a FCC License Search: http://wireless2.fcc.gov/UlsApp/UlsSearch/searchAdvanced.jsp

You can Search by FRN or Licensee Name.

It is recommended to search by FRN but if your organization does not have an FRN, you will need to search by Licensee Name.

To search by Name, Keep the search words simple.

- 1. Enter the name that your Agency begins with in the Licensee Field. In this example I entered **Newport** as my search term. If you try to enter your full agency name and it is not exact then you may get no results.
- 2. Change the State to Vermont
- 3. Click Search

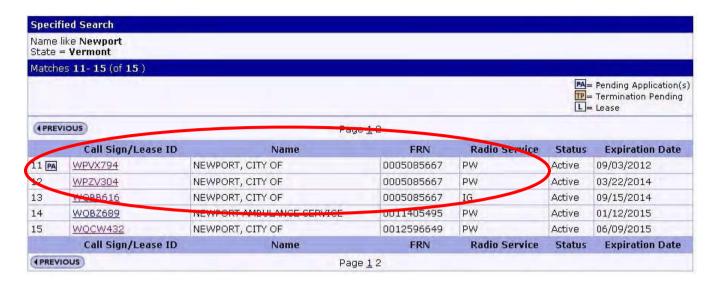
Warning! Some Licenses begin with the word "Town" (Town of Bristol for Example) and will not show up in a search for "Bristol"

Refer to Example Licensee Name Search Below

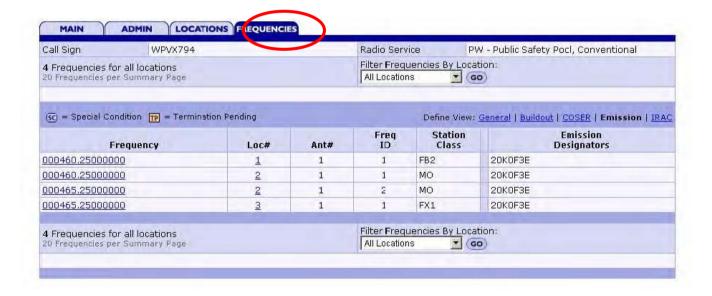
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₽ All	☐ Regular				
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After clicking Search, You should have a list of your Call Signs and FRN(s). The search defaults to only 10 licenses per page so you may not see all the results on the first page.



Some agencies may have more than one FRN. For example, your Police Department may have a different FRN than your Fire Department or the Town Highway crew. Click on the Call Signs that appear to be yours and verify that they require the narrowband modification by viewing the Emission section under the Frequencies Tab. See Example below:



Please check all frequencies. If you only see 20K0F3E (Wideband) then you need to modify your license. If you have 11K2F3E or 11K0F3E or 11K3F3E (Narrowband) on every frequency line then you do not need to modify this license. It is perfectly acceptable to have both Wideband and Narrowband emissions for the same frequency.

If you have a P25 Digital Radio system you may find an emission designator of 8K10F1E. If this is the case then you are all set because P25 Digital systems are Narrowband compliant.

A list of the most common emission designators can be found at the bottom of the APCO emissions page:

http://www.apco911.org/frequency/emission.php

If you have more than one FRN then you will need to log into each FCC account and make the narrowband changes to all of the licenses under each FRN.

Note! If you are a Law Enforcement Agency then there is a Very Good chance that some of your frequencies are listed under the State of Vermont's Department of Public Safety FRN. This FRN is 0003638780. If this is the case, you will not be able to modify those specific licenses yourself. DPS will be modifying all of these over the next several months. Please feel free to email Angela Allen at aallen@dps.state.vt.us with a list of the Call Signs that fall under their FRN for your agency and she will verify that it's on her list and that it gets taken care of.

Now for the Biggest Hurdle: Most Licensees do not know their Password. If this is the case then there are two methods of resetting it.

Option 1: Contact the FCC by Calling the FRN Help Line: (Have your FRN and EIN ready)

877-480-3201, option 2 (Mon.-Fri. 8 a.m.-6 p.m. ET)

Option 2: Request a Password Reset Online Here:

https://esupport.fcc.gov/password.htm

If you know your Personal Security Question then you can reset it yourself by clicking on the Reset Password Button. If not, then you will need your Agency's or Town's Federal Tax ID Number (EIN). Your Town Clerk or Treasurer will typically have this information. The Personal Security Question (PSQ) will give you access to reset your password online.

Refer to the Following Page to Request a Personal Security Question

How to Request a Personal Security Question

SS F WID F SUPPORT F STIME	Help > Horgot Your Password > Set a Personal Security Question	FCC Site Map
	© Enhanced Security Features in CORES Set a Personal Security Question	
	Approved by OMB Control Number 3060-1042	
All fields are required to s	submit your request, unless otherwise noted.	
FCC Registration Num	iber (FRN)	
FCC Registration Number (FRN): (Find Your FRN)	
Tax Identification Number		
*Your TIN is also your Social	Secondy Number (SSN) or Employment Identification Number (EIN),	
Your Contact Informa	ation	
Name:	First Last	
Entity or Company Name		
(if different from above) Entity is:	Select one	
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E-mail:		
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Phone - International:(Opt	al)	
torace constituent and the		
Your Personal Securi	ty Question ®	
Select a question or enter	a custom quection pelow.	
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Answer:		
I Jertify by submitting	this request that I am responsible for FRN and TIN listed on this ersonal Security Question be registered to the above FRN.	
Tomin Traquest trie FCC Pt	associal security Question be registered to the above PRIV.	
SUBMIT		
Note: Do not click "Submit" r	nore than once. It may take up to one minute to receive your request and	

After clicking the Submit button, you will be assigned a tracking number. A representative from the FCC will then call the licensee point-of-contact to verify the TIN (EIN) information. Once this verification is made, the Personal Security Question will be added to the FRN registration, and an email will be sent to the requester with instructions on how to reset the password.

STEP TWO: Logging into your FCC Account

You should now have all of your account logon information. If not, go back to Step One.

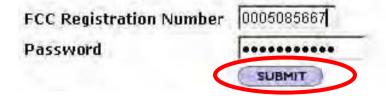
1. Click here to go to the FCC's ULS (Universal Licensing Web Site) http://wireless.fcc.gov/uls/index.htm?job=home



2. Click the **LOG IN** button and enter your FRN and Password and hit **SUBMIT** (see below)

Log In

Log in to the License Manager to view and manage your licenses and applications, apply for a new license, and perform other I cense and application management tasks based on your FCC Registration Number (FRN). 10-digit FRN is required.



STEP THREE: Modifying your licenses

1. Click on "My Licenses" on the left side of the page and you will see the following Screen:



2. Click on the Call Sign you want to modify and then click on the "Update" link on the right side of the page. I am going to Modify WPVX794 for this tutorial.



 Select the Items you want to correct. You must check **Technical Data** to add the Narrowband Emission Designators. Note: by just clicking the **Technical Data** box, all sections of the application will load for editing and data entry. Take this opportunity to update your contact information, Address, Phone Numbers etc.



Note: Clicking CONTINUE will load the FCC Licensing Program. You may receive one or more Security Warnings. If you do, simply acknowledge them and let your web browser trust the FCC Web Site and continue. If this page still does not load, it may indicate that you do not have a compatible version of Java on your PC. This program requires versions of Java of 1.5 or 1.6 or higher. See Getting Connected for more information on system requirements.

http://esupport.fcc.gov/index.htm?job=getting_connected

4. Application Information Page: The Application will not let you advance to the next page until all required fields are answered. I circled the fields that I had to answer. Please read each one and answer correctly. Observe the **Fee Status** questions. If you are a Government entity then you are exempt from FCC Fees. If you are an incorporated agency but exempt from Fees then you may be required to attach a copy of your IRS Tax Exempt letter by clicking on **Attachment** and following the instructions. Click **Next Page** to continue.

Administrative	Location	Antenna	Frequency
Application Information Applicant	Ownership Questions/Qualific	ation Questions General Certif	ication Statements Control Point
FCC	Application for Radio Ser	vice Authorization:	
FCC 601	Wireless Telecommunic	ation Bureau	Approved by OMB
Pu	iblic Saftey and HomeLand	Security Bureau	3060-0798
Application Purpose MD R	Radio Service Code: PW 💌 F	ile Number:	Callsign: WPUG430
enter the code and attach the requi If this application is for Special Ten	ental License, Demonstration License, ired exhibit as described in the instruct nporary Authority due to an emergency ination of situations considered to be a	ions. Otherwise enter N (Not Applicat situation, enter 'Y'; otherwise enter	0.00 0.00 1.9 1.2 1
If this application is for a New, Ame requested authorization expiration d	ndment, Renewal Only, or Renewal/Modate MM/DD (this item is optional):	odification enter the	
the applicable radio service rules fo	d in Section 1.929 of the Commission's ound in Parts 22 and 90 of the Commis ications. See the instructions for appli	sion's Rules? (NOTE: This question o	only C Yes (No
Does this application include a requestive Commission's rules? If 'Yes', attaproviding rule numbers and explain	sch an exhibit the number of re	ule section(s) being waived. this Rule Section(s) prev	the frequencies or parameters requested in filing covered by grandfathered privileges viously approved by waiver, or functionally grated with an existing aboven?
			C Yes (© No
Are attachments being filed with thi	is application? (C Yes	ſ• No	
Regulatory Status			
This application is for authorization	to provide or use the following type(s)	of radio service offering (enter all tha	t apply):
Common Carrier Non	n-Common Carrier 🔽 Private, inte	rnal communications 🔲 Broadca	st Services Band Manager
Type of Radio Service			
This application is for authorization	to provide the following type(s) of radi	o service (enter all that apply):	
▼ Fixed	obile Radiolocation	Satellite (sound) Bro.	adcast Services
Interconnected Service?	○ Yes (• No		
Fee Status			
Is the Applicant exempt from FCC a	application fees?	• Yes C No	
Is the Applicant exempt from FCC re	egulatory fees?	● Yes C No	
Receipt Date (MM/DD/YY)			
6/20/10			
? Print Preview Attachment C	Check Errors		Previous Page Next Page
? Print Preview Attachment C	Check Errors		Previous Page Next Page
? Print Preview Attachment C	Check Errors FCC 601 Privacy Act		Previous Page Next Page PRIVACY ACT before Submit

5. Applicant Information. Correct your Applicant Information and Contact information if required and click **Next Page.** Note that the Contact information can be a 3rd party that typically helps you with your licensing matters. A frequency Coordinator, another member of your town, or your radio vendor.

Admir	nistrative	Location	A	ntenna	Frequ	ency
	mation Applicant Owr			General Certific	ation Statements	Control Point
Applicant Info	rmation 188 Registration	Number(FRN) 000508	35667			
Legal Entity Type:	G Governmental Entity	If Other, ple	ase specify			
First Name:		MI: L	ast Name:		Suffix:	
Entity Name	NEWPORT, CITY OF		4737			*
	name is being updated, is the hich proper Commission appr	THE RESIDENCE OF THE PARTY OF T		AND DESCRIPTION OF THE PARTY OF	o another (*) Yes	C No
Attention To:						
P.O. Box:		Address: 2	22 MAIN STREET			
City:	NEWPORT		State: VT	Zip Code: 0585	5	
Phone No.:	(802)334-6733 FA	X Number:	E-Mail:			
Real Party in I	nterest					
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Name of Real Pa (if different from Contact Inform First Name: Company: Attention To: P.O. Box: City: Phone No.: Demographics	Todd Burlington Communicat Williston (802)862-7092 FAX (Optional) American Indian or Al	Address: Number: (802)860-6 laska Native ther Pacific Islander	Last Name: 4735 Williston Rd. 8 State: VT 178 E-Mail:	Goad Goad Ste 30 Zip Code: 054	95 lingtonCommuni	flix: cations.com

6. Ownership Information: Review and move to the **Next Page.**

Administrative	Location	Antenna	Frequency
Application Information Applican	t Ownership Questions/Qu	alification Questions General Certification	on Statements Control Point
Alien Ownership Questions (If a	nny answer is 165, allash ox	hibit expraining circumstances.)	
is the applicant a foreign gove	rnment or the representative	of any foreign government?	No 💌
Is the applicant an alien or the	representative of an alien?		No 💌
Is the applicant a corporation	organized under the laws of a	any foreign government?	No 💌
	es or by a foreign governmer	of the capital stock is owned of record or vont of or representative thereof or by any corpo	110
capital stock is owned of reco	rd or voted by aliens, their rep	corporation of which more than one-fourth presentatives, or by a foreign government (ler the laws of a foreign country?	1110
Communications Act with resp	pect to the same radio service No', attach to this application a d	ant received a ruling(s) under Section 310(e involved in this application? late-stamped copy of a request for a foreign own:	
Basic Qualification Questions (f any answer is Yes, attach	exhibit explaining circumstances.)	
	t revoked or had any applicati	ment had any FCC station authorization, ion for an initial, modification or renewal of y the Commission?	fFCC No 💌
		ment, or any party directly or indirectly cont victed of a felony by any state or federal co	NAME OF TAXABLE PARTY O
of unlawfully monopolizing or	attempting unlawfully to mono anufacture or sale of radio ap	ectly or indirectly controlling the applicant oppolize radio communication, directly or opparatus, exclusive traffic arrangement, or	No <u>▼</u>
? Print Preview Attachment 0	Check Errors		Previous Page Next Page
Quit Application	FCC 601 Privacy Act	Please review the PRI submitting this	Sunmit

7. General Certifications: This is where you digitally sign the application. At this point you can either continue by pressing **Next Page** until you get to the Frequency Tab or simply select the Frequency Tab to go there directly.

Administrative	2	Location		Antenna		Frequenc	À
Application Information	Applicant	Ownership Questions	/Qualification Questi	ons Genera	Certification	Statements	ontrol Point
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*If the applicant has sough waiver request.						Control of the Contro	
		ts made in this application complete, correct, and ma		chments, or doc	uments incorpor	ated by reference	are material,
		pplicant nor any other part		CONTRACTOR OF STREET		Charles and the second	
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	The second of the second of the second	e definition of 'party to the			A CANADA CONTRACTOR	220, 212 22000	Name of Street
The applicant certifies that simultaneously with this ap		as current required owners 3) is not required to file own				d ownership data	
The applicant certifies that	t the facilities	, operations, and transmitte	is for which this authoriz	ation is hereby i	requested are eit	ther: (1) categoric	ally excluded
from routine environmenta	l evaluation fo	or RF exposure as set forth i	n 47 C.F.R. § 1.1307(b);	or, (2) have bee	en found not to c	ause human exp	sure to levels
		the limits specified in 47 C	F.R. § 1.1310 and 2.109	93; or, (3) are the	e subject of one	or more Environm	nental
Assessments filed with the I	commission.						
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The applicant certifies that requested license(s). The applicant certifies that federal agency. Typed or Printed Name First Name: Signature: Upon grant of this licen meet the construction determine the construction determine the construction (U.S. Code, Title 18, Sec Section 312(a)(1)), AND	tit has review tit is not in de of Party Aut or Coverage ction or cove MENTS MAI ction 1001)	inon, the licensee may be requirements will reservage requirements the DE ON THIS FORM OR A AND/OR REVOCATION OF TURE (U.S. Code, Title 4	Last Name: Last Name: e subject to certain ult in termination of at apply to the type o	construction the license requ	or coverage r Consult appro uested in this BLE BY FINE A ISTRUCTION F	equirements. priate FCC regulation. ND/OR IMPRISO PERMIT (U.S. Co	Failure to alations to ONMENT ode, Title 47,

8. Frequency Tab: This is where you are going to Add or Modify your Narrow Band Emission Designators.

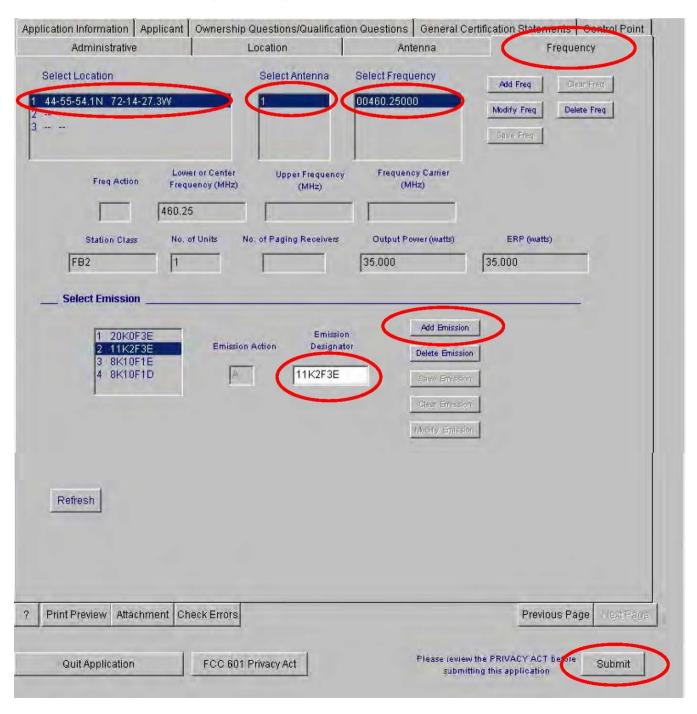
To Add an Emission Designator, follow these steps:

Select Each Location, Antenna, and Frequency to view the existing emissions. Click **Add Emission** and enter your narrowband emissions. Typically 11K2F3E.

A list of the most common emission designators can be found at the bottom of the APCO emissions page:

http://www.apco911.org/frequency/emission.php

Remember to do this for every frequency at every location!



To Modify an Existing Emission Designator, follow these steps:

You only need to perform a Modify if you are already operating in narrowband mode and want to remove the Wideband emission. Select Each Location, Antenna, and Frequency to view the existing emissions. Select the emission, and then click the **Modify Emission** button and enter your narrowband emissions.

A list of the most common emission designators can be found at the bottom of the APCO emissions page:

http://www.apco911.org/frequency/emission.php

Remember to do this for every frequency at every location!



Important Note: If you attempt to modify any technical parameters other than the emission designator, the FCC may return your application and request that you correct it or work through one of the Public Safety Frequency Coordinators. APCO or IMSA.

9. Submitting the Application: Click **Submit**.

If you are missing any required information then you will be shown a list of errors that need to be corrected.

Note: Some older Licenses have missing ERP Power Levels and the application may not let you proceed until you correct this. The FCC will not allow you to add an ERP that exceeds your output power as part of the narrowband modification. If you modify any technical parameters beyond what is permissible the FCC will mail you a Return Notice that must be amended within 60 days.

If all went well you will be asked to confirm your submission and you will be notified if any FCC Fees are required. If any fees are required you will be directed to the Payment procedures.

Now that you are familiar with The FCC Online Licensing System, you will be able to renew your own licenses and make administrative changes all on your own.

Congratulations!

Helpful Links:

FCC:

ULS Customer Support: http://esupport.fcc.gov 877-480-3201

Public Safety Frequency Coordinators:

The Association of Public-Safety Communications Officials International (APCO.) (Typically for Law Enforcement applications.)

http://www.apco911.org/frequency/

International Municipal Signal Association. (Typically for Fire and Emergency Medical Applications.)

http://www.imsasafety.org/fc/frontpage.htm

Local Links: Vermont Communications (VCOMM) Web Site.

http://vcomm.vermont.gov/